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**Library Services**

August 6, 2004

Dear Public Library Director,

Unfortunately, it has become apparent that the transition from Dynix to Horizon in 2003 has caused problems with ILL and Circulation reports. Subsequently, Annual Reports from public libraries to OLIS Library Services and from OLIS to the federal agency are affected. ILL and Circulation (CLAN) statistics should reflect the total number of interlibrary transactions for FY2004 (July 1, 2003 through June 30, 2004), but OLIS now expects that only partial data is available.

The Federal-State Cooperative System (FSCS) indicates that all statistics submitted should be as accurate as possible. OLIS has determined that it would be preferable to submit best estimates to the FSCS rather than to submit no data. ***Therefore, OLIS asks Library Directors to submit their best estimates of their library's ILL and Circulation statistics on the Annual Report, and to indicate on the Annual Report Feedback Form how these were calculated.*** Suggestions for calculating these estimates are outlined below. Submitting estimates is not ideal but is better than submitting no statistics, which would make comparable statistics from state to state, library to library, and from year to year inaccurate.

A revised explanation of how to handle the ILL and Circulation data for the 2004 Annual Report is now included also in the Annual Report Instructions found at

<http://www.lori.ri.gov/annualreports/fy2004/whatsnew.php>  
under "What's New, Revised, and Deleted," "Pay Special Attention to – ILL and Circulation (CLAN) data elements"

If an actual count of ILL transactions for all of FY2004 is unavailable, determine an annual estimate by counting whatever valid data you have and extrapolating an annual figure accordingly. For example, if you have 5 months of accurate data from July through November 2003 and 1 month of accurate data for June 2004, add these together, divide that total by 6 and multiply by 12 for your annual estimate. If you have 29 weeks of accurate data, even if they occurred at the beginning and end of the fiscal year, add them together, divide the total by 29 and multiply by 52. If you question the accuracy of the results, look at your totals for last year, and adjust accordingly. Wherever you can use the attached instruction table or your own manual counts to provide more valid estimates, use those estimates as well or instead. ***Please include an explanation of how you calculated the estimate(s) on the Annual Report Feedback form.***

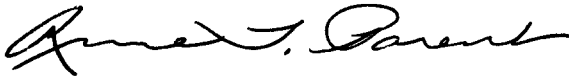
Concern about lack of accurate Horizon ILL statistics has been expressed at CLAN meetings and was brought to OLIS' attention with regard to the possible effect on Annual Reports. Circulation and Holds Filled information is available in the existing Horizon reports. The attached instruction table, developed by Cindy St. Amour, Peter Bennett, and Sheila Carlson, explains how to find these and certain other statistics from Horizon and which statistics will require manual counting. You may find the attached table useful for calculating the estimates.

Apparently all FY 2005 statistics, except for ILL, can be generated from Horizon. Until Web Reporter is provided by Dynix, CLAN Data Processing has indicated that it will be able to generate FY2005 ILL statistics for CLAN libraries.

If you have questions about the progress of resolving ILL reports in Horizon, please contact CLAN.

Thank you for your cooperation, and for your patience.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Anne T. Parent". The signature is fluid and cursive, with the first name "Anne" being more prominent.

Anne T. Parent  
Chief of Library Services